

**NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4822; DSN 853-4822  
WEBSITE: www.azguard.gov/hro  
EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

---

**ANNOUNCEMENT NUMBER: 06-327T    OPENING DATE: 20 SEP 2006    CLOSING DATE: 12 OCT 2006**

---

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:  
PUBLIC AFFAIRS SPECIALIST, GS-1035-09, TC70608000**

---

**APPOINTMENT FACTORS:    OFFICER ( )    WARRANT OFFICER ( )    ENLISTED ( X )**

---

<b>SALARY RANGE: \$42,955 - \$55,846 PA</b>	<b>SUPERVISORY ( )    MANAGERIAL ( ) NON-SUPERVISORY/NON-MANAGERIAL ( X )</b>
---	---

---

**LOCATION OF POSITION:**

**ARIZONA NATIONAL GUARD HEADQUARTERS, PHOENIX, AZ**

---

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

---

**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard and be able to qualify for the following:**

**AFSC/MOS/AOC/BRANCH: 46Q, 46Z**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive an Indefinite Appointment. If a Permanent technician is selected, they will receive the appropriate temporary action. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.**

---

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Skill in the planning, writing and editing of feature news and technical articles for release to interested internal or external audiences.
2. Knowledge of target audience lifestyles, interests and activities sufficient to identify the most effective methods by which data on informational campaign effectiveness can be obtained for evaluation.
3. Skill in applying communication campaign development methods and practices to advise program managers on the most effective approaches to message formatting and delivery to a specific or general audience.
4. Knowledge in establishing and maintaining effective working relationships with groups or individuals interested in having input on National Guard programs, policies or activities.
5. Knowledge of the principals and methods of mass communication and skill in applying or adapting these principals and methods to recurring assignments.
6. Skill in applying public speaking skills to engagements where National Guard programs, activities, objectives and policies are discussed and the audience's reaction gauged.
7. Knowledge of AZNG programs and ability to apply judgment skills sufficient for determining whether information should be released for internal/external public use.
8. Skill in developing and maintaining effective relationships with media representatives, community groups and other internal/external audiences, to ensure open lines of communication between the AZNG PA office and its audiences.
9. Knowledge of communication skills (written and verbal) sufficient for developing UPAR's Public Affairs training materials and administrative skills sufficient to oversee and evaluate the UPAR's training program.

---

**SPECIALIZED EXPERIENCE:** Must have 24 months experience in administrative, professional, investigative, technical, or other responsible work that demonstrates the applicant's skill in written and oral communication, analytical ability, and ability to deal effectively with others.

**BRIEF JOB DESCRIPTION:** This position is located in the Joint Force Headquarters – State, Personal Staff, and Public Affairs Office (PAO). The primary purpose of the position is to assist the state's Public Affairs (PA) Officer at the strategic and operational level. Collects, assembles, prepares and disseminates information concerning the various activities of the state's National Guard. Develops news releases and feature articles describing Guard sponsored activities or events, presentation ceremonies, etc. Distributes these to local and national print and broadcast media representatives. Responds orally and in writing to requests for information from Guard members, member associations, external audiences or special interest groups. Evaluates local media programming on NG events. Activities or communication campaigns to identify potential public relation issues with message content or format. Gathers data on public reaction to communication campaigns for analyses and evaluation. Prepares and disseminates news releases and feature articles to the media for print. Consults with the pertinent program specialist to obtain the latest information for use in news releases, radio spots, print articles, meetings and electronic broadcasts. Develops semi-technical written materials to educate a specific audience on the nature and purpose of the National Guard's programs, policies and practices. Develops positive working relationships with state and local government personnel, community or special interest groups or individuals desiring input on state level NG policy, practices or programs. Provides training to Unit Public Affairs Representative's (UPAR) on PA program policies, practices and processes. Coordinates and evaluates the effectiveness of training and training materials and develops recommendations for program enhancement. Reviews all press releases, feature stories, background statements, special reports, etc., developed by UPARs, prior to their release to the media. Other duties as assigned.

**SELECTING SUPERVISOR:** MAJ PAUL R. AGUIRRE